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INFORMATION FOR READERS

in the Library of Congress

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DEPOSITORY 376

Information for Readers in the Library of Congress

Revised edition

Library of Congress Washington 1981

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NEWARK PUBLIC LIBRARY

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DEPOSITORY 376

Information for Readers in the Library of Congress

Use of the Library

The primary function of the Library is to serve Congress, but the Library also welcomes public use of its general reference facilities. The Library endeavors to offer the widest possible use of its collections consistent with their preservation and with its obligation to serve Congress and other Government agencies.

Admission to the Library's reading rooms is free. No introduction or credentials are required for persons over high school age who wish to use the general reading rooms. In exceptional cases, high school students in the 10th, 11th, or 12th grades may use the reading rooms when accompanied by an adult and/or upon presentation of letters from their school principals specifying exact needs which cannot be met by other libraries.

Visitors who wish merely to see the Main Reading Room may do so from the Visitors' Gallery, which can be reached by the elevators or the stairway from the Great Hall. Visitors to the gallery are requested to be quiet to avoid disturbing readers and not to use flash bulbs.

The General Reading Rooms

There are two general reading rooms: the Main Reading Room on the first floor of the Thomas Jefferson (LJ) Building and the Thomas Jefferson Reading Room on the fifth floor of the John Adams (LA) Building. Any book from the general classified collections may be requested in either of these rooms, but it is to the reader's advantage to use the reading room in the building that houses the collections he or she wishes to consult. Reference librarians can advise the reader on this point.

The General Catalogs

The principal catalog of the general book collections, known as the Main Catalog, begins in the Main Reading Room and extends into the adjoining rooms and corridor. This catalog contains printed author, title, and subject cards interfiled into a single alphabetical sequence. Since there is no public card catalog in the Thomas Jefferson Reading Room, readers there must use the printed book catalogs available in the central hall adjacent to the reading room, keeping in mind that not all items listed in the book catalog are in the Library of Congress.

At the end of the card catalog is the Computer Catalog Center, which provides on-line information on English-language books cataloged from 1968 to the present and selected other languages added since that date (see fig. 1). The catalogs in the special reading rooms, especially those of the Rare Book and Special Collections Reading Room, also supplement the general catalogs.

MAIN READING ROOM

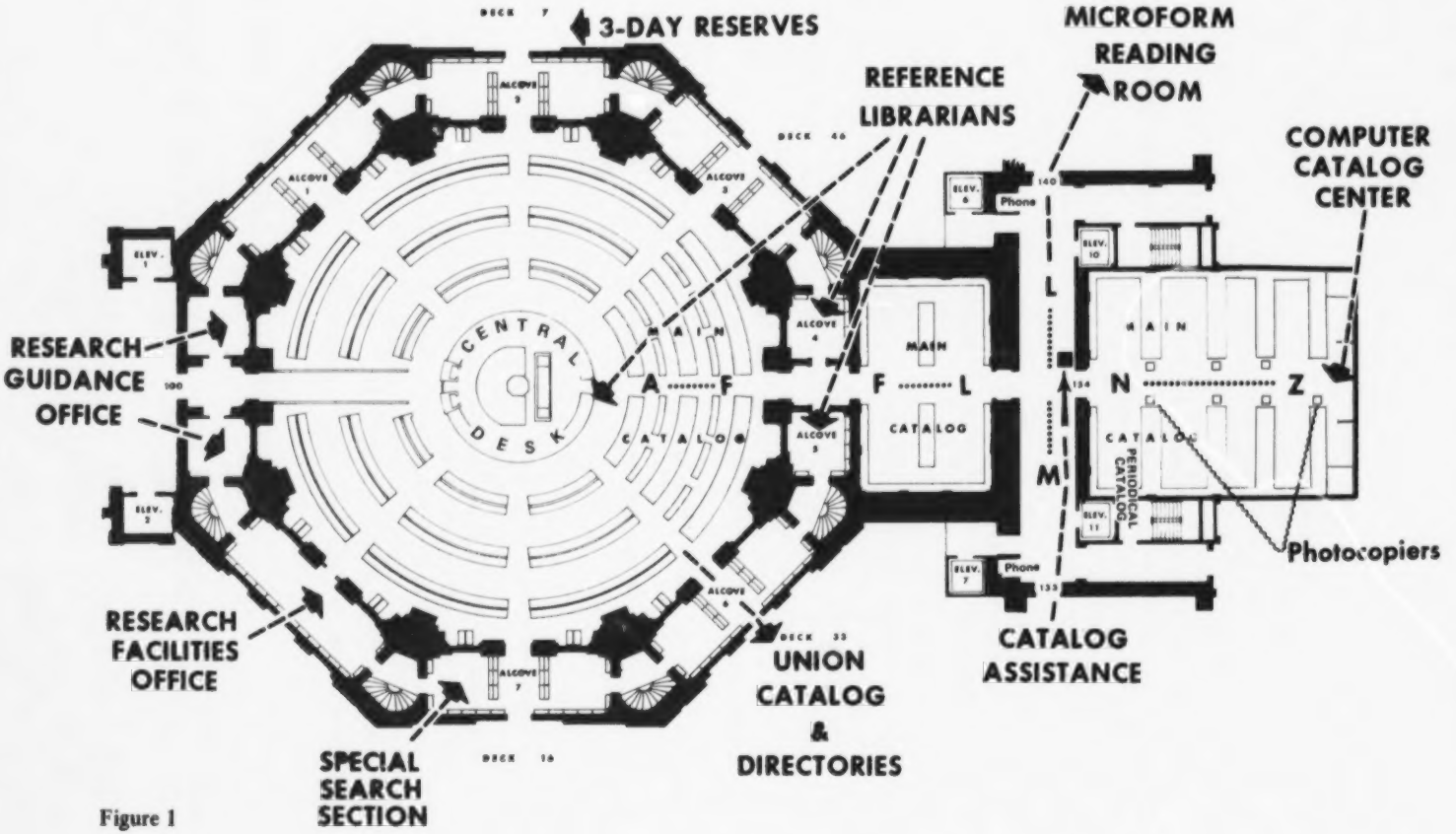
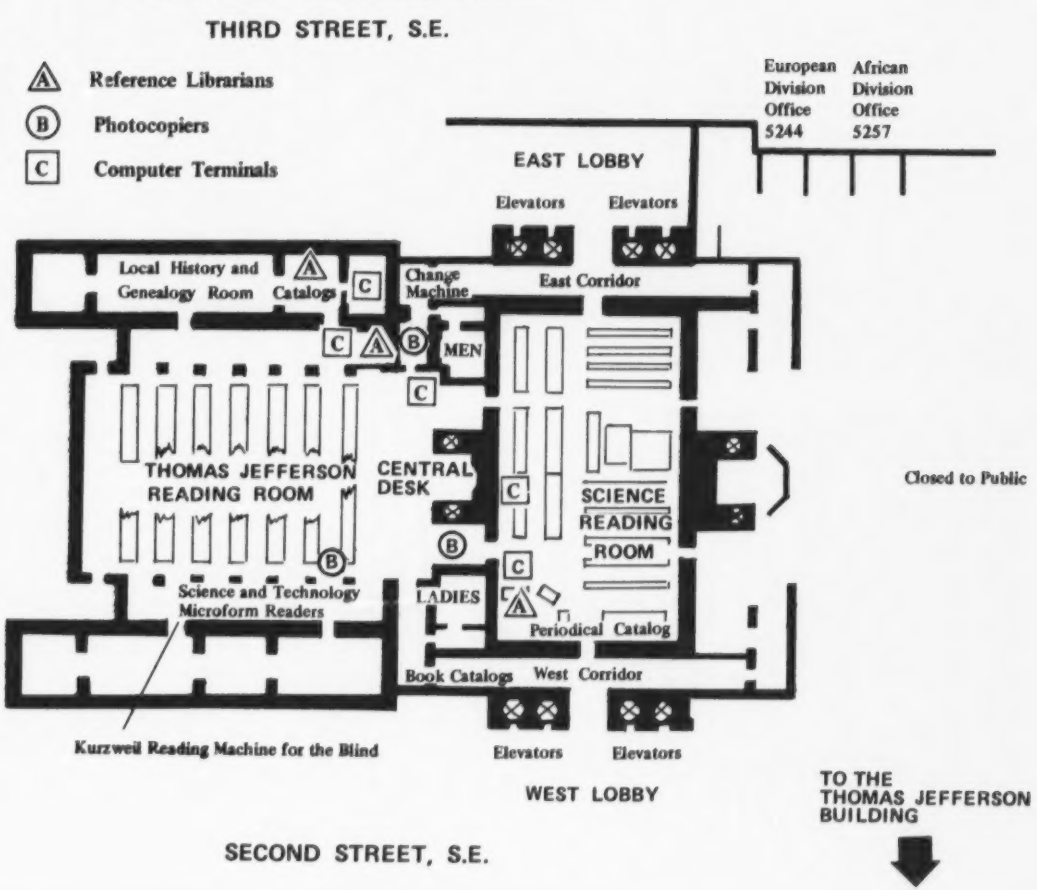


Figure 1

JOHN ADAMS BUILDING
Fifth Floor Reading Rooms



CATALOGS

There is no card catalog to the General Collections on the fifth floor.

Computerized catalogs are near all Reference Desks.

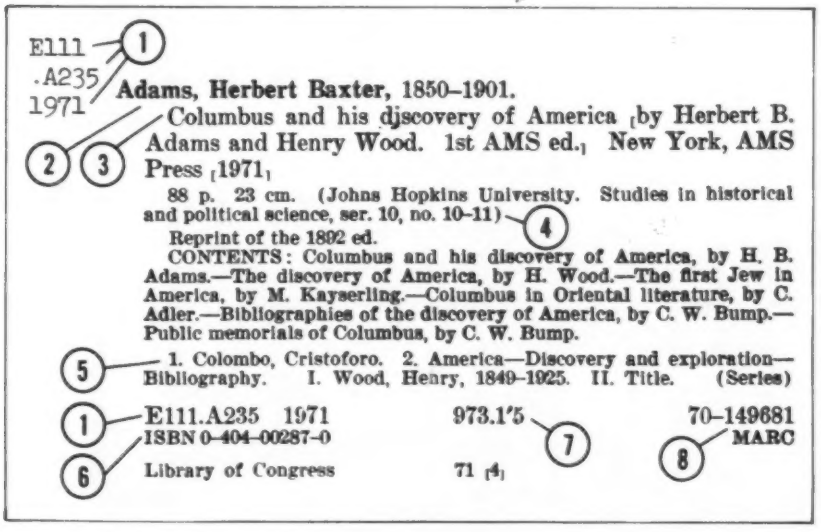
Figure 2

The information provided above pertains chiefly to the Library's general book collections. The Library collects in many formats besides books, however, including films, manuscripts, maps, microforms, music scores, newspapers, prints and photographs, tapes, and technical reports. Most of these items may be requested and used only in the special reading rooms housing them, each of which has its own catalogs, indexes, or finding aids.

In addition to these catalogs, the reader should be aware of the National Union Catalog, which lists some books in the Library's collections not represented in the general catalogs (see p. 11 and fig. 1). The National Union Catalog and other printed book catalogs can also be found in the National Union Catalog area, entered through Alcove 6, Main Reading Room. These book catalogs include the holdings of the Library of Congress and cooperating libraries.

Catalog cards for doctoral dissertations listed in *Dissertation Abstracts* have not been prepared since 1961. Author and subject or key-word indexes are included in the volumes of abstracts, sets of which are located in both the Main and Microform Reading Rooms. The complete dissertations are available on microfilm in the Microform Reading Room (see p. 9 and fig. 1).

The Library also has thousands of publications which are being cataloged


E111
.A235
1971
1
Adams, Herbert Baxter, 1850–1901.
2
3
Columbus and his discovery of America [by Herbert B. Adams and Henry Wood. 1st AMS ed.] New York, AMS Press [1971]
88 p. 23 cm. (Johns Hopkins University. Studies in historical and political science, ser. 10, no. 10–11)
4
Reprint of the 1892 ed.
CONTENTS: Columbus and his discovery of America, by H. B. Adams.—The discovery of America, by H. Wood.—The first Jew in America, by M. Kayserling.—Columbus in Oriental literature, by C. Adler.—Bibliographies of the discovery of America, by C. W. Bump.—Public memorials of Columbus, by C. W. Bump.
5
1. Colombo, Cristoforo. 2. America—Discovery and exploration—Bibliography. I. Wood, Henry, 1849–1925. II. Title. (Series)
1
E111.A235 1971
973.1'5
7
70–149681
MARC
8
ISBN 0-404-00287-0
6
Library of Congress
71 [4]

1. Call number.
2. Author (or main entry).
3. Title and publication information.
4. Series note.
5. Record of other headings under which the card is filed.
6. International Standard Book Number.
7. Decimal Classification Number (for other libraries using this system).
8. Card number for ordering cards.

Figure 3

and have thus not yet appeared in the card catalog. A reader who urgently needs any publication that cannot be identified in the card catalog should consult a reference librarian in the Computer Catalog Center, in Alcove 4 or 5 of the Main Reading Room, or at the reference desk in the Thomas Jefferson Reading Room.

Use of the Catalog

Each work cataloged is represented by a card or series of cards showing the name of the author, the title of the book, and the place of publication, the publisher, and the date of publication. This information is followed by the number of pages or volumes, a brief description of the illustrative material, and the height in centimeters. If the book is part of a series, the name of the series is shown in parentheses after the size. A "call number" appears in the upper left hand corner of the card and/or is printed in the lower left hand corner (see fig. 3).

The card is filed in the catalog under the name of the author. Another copy of the card may have the title of the book added at the top and be filed under the title. Still other copies may have subject headings added at the top and be filed under these subjects. For assistance in determining the subject heading adopted by the Library for a topic, the reader should consult the two large red volumes entitled *Library of Congress Subject Headings*, which are placed on the writing stands throughout the catalog area. In the card catalog itself, subject headings are printed in capital letters on red-topped cards. In some cases, cards are also filed under the name of the series to which the book belongs or under the name of the editor or translator or illustrator. All these entries are arranged in one alphabet, but necessarily with some complexities. If you do not find what you want, consult a reference librarian for assistance.

It is best to look first under the name of the author. Societies, institutions, and government agencies, as well as persons, may be treated as authors. The U.S. Department of Agriculture, for example, is considered the author of its *Yearbook of Agriculture*. If you do not know the name of the author, look under the title. If all you know about the book is its subject, or if you want to choose a book on a given subject look under the specific subject. For example, if you are interested in the subject of prices, look under "Prices," not under the broad subject, "Economics." Do not overlook cross-references in the card catalog.

The Library's SCORPIO computer system provides access to cataloging and other information in four separate data bases or files. The Library of Congress Computerized Catalog (LCCC) provides access to information about books processed by the Library since 1968 for works in the English language and since 1973 for most other western languages. The Bibliographic Citation File (BIBL) is a list of selected periodical articles and government publications on public policy subjects for the current year and two previous years. The Legislative Files (CG) provide information on public bills and resolutions introduced in the House of Representatives and the Senate for the current and two previous congresses. The National Referral Center File (NRCM) provides information on selected research organizations which answer inquiries from the public. Not all reading rooms have computer terminals for searching these files, but in the Computer Catalog Center, at the rear of the Main Catalog behind the Main Reading Room, readers may receive or arrange for instructions in using the automated system during all hours of public service. Instruction manuals are also available at each terminal.

READEX FICHE

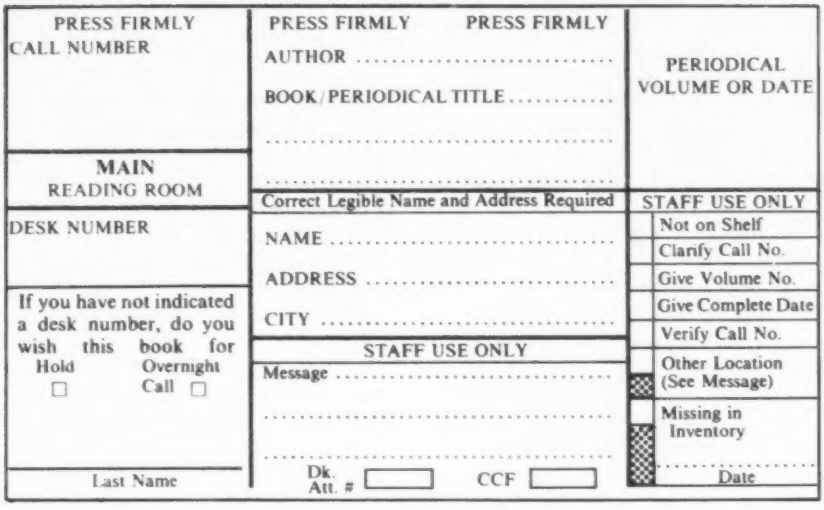


Figure 4

To Identify a Periodical in the Catalog

A separate catalog of serials adjoins the Main Catalog, and a list of the most frequently used periodicals, with call numbers included, is available for use at the Central Desks and Reference Desks. There is also a serials catalog in the Science Reading Room adjacent to the Thomas Jefferson Reading Room.

To identify a periodical, first look under the title (such as *Sports Illustrated*) or under the name of the issuing agency (for example, American Mathematical Society. *Bulletin.*).

The catalog does not indicate which issues of a periodical have been received by the Library. Use the call number given and request the issue you want, giving as much information as possible, including day, month, year, volume, and issue or series number. Note, however, that this procedure applies only to bound periodicals. Issues for the current year and, in some cases, the preceding year are available only in unbound form. These recent periodicals, as well as unbound government publications, can be obtained in the Newspaper and Current Periodical Room, located on the first floor of the John Adams Building (LA 1026).

To Locate Articles in Periodicals

Periodical indexes, such as the *Readers' Guide to Periodical Literature*, are available in the reference collections. Numerous indexes for different areas of research are on open shelves in the general reading rooms for use by readers. Reference librarians will assist in selecting and using them.

To Request a Book

To obtain a book from the bookstacks in either of the two buildings for use in the general reading rooms, the reader should:

1. Find the entry for the book in the catalog.

2. Fill out a call slip (see fig. 4) for the book. Supplies of call slips are provided in boxes near the catalog cases. A volume, series number, or date is essential for a bound periodical or serial publication, but the date of publication of a monograph need not be given unless it is part of the call number.

3. Select a vacant desk and write its number on the call slip. If no desks are available, check the "Hold" box on the call slip so that the book can be held at the Central Desk through that day.

4. Present the call slip to the attendant at the Central Desks (see figs. 1 and 2). The staff will stamp the date and time received on each slip and return one copy to the reader.

5. To send for books a day in advance, fill out a call slip for each item, check the "Overnight Call" box, and give the slips to the attendant at the Central Desk.

Readers will help expedite book service if they observe the following points:

- Write or (preferably) print *legibly* and *firmly*.
- Write only *one* title on each call slip.
- Copy the call number *in full*.
- Copy the author's name and the title fully enough so that the book can be identified even if the call number is wrong.
- Always fill in the desk number box or check the "Hold" or "Overnight Call" box.
- Order only books in the general collections.

To Request a Periodical

Bound volumes of periodicals, except newspapers, are part of the general classified collections. In preparing a call slip for a bound volume of a periodical or serial publication (see fig. 4), no author's name is ordinarily required, but the title, call number, and the volume number or date (preferably both) must be specified.

Unbound periodicals, unbound current government documents, and bound and unbound newspapers are available in the Newspaper and Current Periodical Room. If you are uncertain whether a periodical is bound or unbound, ask a reference librarian.

If Your Item Is Not Delivered

If the book is not available, the call slip is returned to the reader with a report indicating the reason. For further information on the meaning of the report or to inquire about the possibility of a further search, consult an assistant at the Central Desk. If the book or call slip does not arrive within a reasonable time, inquire at the Central Desk. In such cases, the attendant will investigate and report back to you. The delivery time may vary from 30 minutes to an hour or more, with the longest delays occurring during peak academic periods and on afternoons and weekends.

Special Searches

Upon request, a search will be made for a book that may be in use or is otherwise unavailable. Forms for requesting such searches may be obtained in Alcove 7 in the Main Reading Room and at the Central Desk in the Thomas Jefferson Reading Room. The reader ordinarily will be notified of the results of the search by mail; however, some searches can be completed almost immediately.

Return of Books After Use in the Reading Rooms

A reader who has finished with his or her books should return them to the Central Desk to clear the desk for other readers and to hasten the return of the books to the shelves.

To Reserve Books

One to three books may be reserved in the general reading rooms for readers who want to consult them on successive days. Slips for this purpose are available from the Central Desk staff, who will direct readers to the reserve book areas (through the door in Alcove 2 in the Main Reading Room or behind the Central Desk in the Thomas Jefferson Reading Room). These rules govern reserving books:

- Books may be reserved for no more than three days.
- A maximum of three volumes may be reserved at one time for each reader.
- Books from the reference collections and study facilities may not be reserved.
- Urgent needs may make it necessary to cancel a reservation without notice.

Special Facilities for Research

To facilitate serious and extensive full-time research or to reserve more than three volumes, the library has available a limited number of study desks and shelves. Application for assignments should be made in the Research Facilities Office in Alcove 8 of the Main Reading Room. On weekends and in the evenings, applications for *shelves* are accepted at the Central Desk.

Reference Services and Collections

Reference librarians are stationed in each of the general and special reading rooms to assist in the use of the catalogs, to refer readers to other bibliographical sources, and to aid in locating material not otherwise easily found. In many cases readers must go to the special reading rooms to use catalogs and reference sources and to request materials. Reference collections contain the most frequently consulted works, including bibliographies, indexes, encyclopedias, and dictionaries, and are intended for direct access and use by readers. Except where noted below, reading room hours are 8:30 a.m. to 9:30 p.m. Monday through Friday, 8:30 a.m. to 5 p.m. Saturdays and holidays, and from 1 to 5 p.m. Sundays.

In the Main Reading Room, the reference staff is located in Alcoves 4 and 5, the Computer Catalog Center, the Research Guidance Office, and at the Central Desk (see fig. 1). Readers new to the Library should go to the Research Guidance Office for an orientation to the facilities and resources of the Library, for help in planning research, and for brochures describing special collections and reading rooms. The Main Reading Room reference collection—both the largest and the most general in the Library—very likely has sources most readers will need to begin their research as well as to answer specific questions. A card catalog of the reference collection is located in the hall between Alcoves 4 and 5.

In the Thomas Jefferson Reading Room, the reference staff is stationed near the front of the room (see fig. 2). The reference collection is similar in scope to that in the Main Reading Room, but somewhat smaller.

Other reading rooms and reader facilities are described below.

African Section (LA 1040C). This facility provides reference service pertaining to all areas of Africa south of the Sahara (8:30 a.m. to 4:30 p.m. Monday through Friday).

Archive of Folk Song (LJ G152). The archive, a section of the American Folklife Center, provides access to the Library's extensive collection of nonbook folklore materials (8:30 a.m. to 5 p.m. Monday through Friday).

Asian Reading Room (LA 1016). This reading room has custody of all materials, except law, in the languages of the

areas of China, Japan, Korea, and southern Asia. Materials in the Hebraic and Middle Eastern languages are also serviced here (8:30 a.m. to 5 p.m. Monday through Friday, 8:30 a.m. to 12:30 p.m. Saturdays).

European Reading Room (LJ G147). This room is responsible for the Library's reference services and programs pertaining to the cultural, political, and socioeconomic life of all areas of Europe except the British Isles, Spain, and Portugal (8:30 a.m. to 5 p.m. Monday through Saturday, 1 to 5 p.m. Sundays).

Geography and Map Reading Room (LM B01). This reading room provides reference assistance for and access to special collections on geography and cartography, including the largest map collection in the world—over 3.5 million pieces (8:30 a.m. to 5 p.m. Monday through Friday, 8:30 a.m. to 12:30 p.m. Saturdays).

Hispanic Society Reading Room (LJ 239). This facility offers reference and bibliographic service on Spain, Portugal, Brazil, the Caribbean, and Spanish-speaking America (8:30 a.m. to 5 p.m. Monday through Friday).

Jefferson Congressional Reading Room (LJ 109). This reading room is reserved for use by Members of Congress, their families, and their staff members (9:30 a.m. to 6 p.m. Monday through Friday).

Law Library (LJ 244). The Law Library has one of the most comprehensive collections of legal materials ever developed, in all languages and covering all legal systems, both ancient and modern. A Congressional documents serial collection containing over 30,000 volumes is located in the gallery above the Main Reading Room. Reference assistance and access to relevant Law Library collections are provided through the Anglo-American Law Reading Room (located in the northeast corner of the second floor, Thomas Jefferson Building, and open 8:30 a.m. to 9:30 p.m. Monday through Friday, 8:30 a.m. to 5 p.m. Saturdays, and 1 to 5 p.m. Sundays) and in international and foreign law through the European, Far Eastern, Hispanic, and Near Eastern and African Law Divisions. (The foreign law divisions are open only from 8:30 a.m. to 4:30 p.m. weekdays.)

Local History and Genealogy Reading Room (LA 5012A). For the convenience of those engaged in research in U.S. local history, genealogy, and heraldry, this room adjacent to the Thomas Jefferson Reading Room houses standard reference books on heraldry and genealogy as well as a number of special indexes and catalogs of the collections (see fig. 2).

Madison Congressional Reading Room (LM 202). This reading room is reserved for use by Members of Congress, their families, and their staff members.

Manuscript Reading Room (LA 3005). This reading room makes available for inspection and study over 35 million manuscripts and documents, including the personal papers of 23 of the Presidents and the papers of such other great Americans as Clara Barton, Alexander Graham Bell, Felix Frankfurter, Benjamin Franklin, Alexander Hamilton, John J. Pershing, Booker T. Washington, and Walt Whitman (8:30 a.m. to 5 p.m. Monday through Saturday).

Microform Reading Room (LJ 140B). This facility provides reference assistance on and delivery of those items that would have been housed in the Library's general collections if or when they were in printed form, as well as several special collections such as dissertations, U.S. city directories before 1901, university catalogs, and annual reports of corporations.

Motion Pictures and Television (LA 1053). This area provides reference services on the Library's collections of these materials. Access to items in the collections is restricted to scholars doing research beyond the undergraduate level (8:30 a.m. to 4:30 p.m. Monday through Friday).

Music Reading Room (LJ G144). This facility provides access to and reference assistance on all items in the Library's collections relating to music, including rare books, sheet music, librettos, and manuscripts of master composers (8:30 a.m. to 5 p.m. Monday through Saturday). The collection of phonograph records and tapes housed in the Library's *Laboratory Services Section* is also serviced here (from 9 a.m. to noon, weekdays, by appointment only).

National Library Service for the Blind and Physically Handicapped (1291 Taylor St., N.W., Washington, D.C.). Through a network of regional and subregional libraries around the country (including libraries in Washington, D.C., and suburban Maryland and Virginia for Washington area users), this unit of the Library serves those who cannot use ordinary printed materials because of blindness or other physical handicaps (certified by competent authority). The division also provides direct service to U.S. patrons living overseas and to patrons in person or through the mails for music materials. Many reference materials on nonmedical aspects of blindness and physical handicaps are also housed there (8 a.m. to 4:30 p.m. Monday through Friday).

Newspaper and Current Periodical Reading Room (LA 1026). This room houses all newspapers, current and retrospective, whether in print or microform, in languages using roman script, excluding all issues of newspapers in Asian and Middle Eastern languages and all current issues of Slavic-alphabet materials. The reading room has custody of all current unbound issues of serials and periodicals except those in music and law, with the same language restrictions indicated above. Other area studies and special collections reading rooms house the designated items excluded from this collection.

Performing Arts Library (Terrace Level, John F. Kennedy Center for the Performing Arts, Washington, D.C.). This facility houses a 4,000-volume reference collection, card catalog and computer hook-up to the Library's data bases, and microform, listening, and viewing equipment (10 a.m. to 6 p.m. Tuesday, Thursday, and Saturday, and 10 a.m. to 8:30 p.m. Wednesday and Friday).

Prints and Photographs Reading Room (LA 1051). In this area reference assistance and delivery of materials are provided for pictorial items not in book format, such as prints, photographs, drawings, posters, negatives, related categories of the fine and graphic arts, and pictorial documentation of American history and American architecture (8:30 a.m. to 5 p.m. Monday through Friday).

Rare Book and Special Collections Reading Room (LJ 256). This reading room renders reference and delivery service on rare books, rare Bibles, incunabula, Americana, special collections of broadsides and pamphlets, and special collections in such areas as gastronomy, Lincolniana, and magic. The division also houses the libraries of such persons as Susan B. Anthony, Thomas Jefferson, Theodore Roosevelt (his hunting library), and Woodrow Wilson (8:30 a.m. to 5 p.m. Monday through Friday).

Science and Technology Reading Room (LA 5008). This facility has a large reference collection, including all major indexing and abstracting services in the fields of science and technology, current issues of selected science journals, and a large technical reports collection. In addition, the staff prepares bibliographies (*Tracer Bullets*) on scientific subjects of current interest, available free of charge.

Admission to Bookstacks or Shelflist

Admission to the bookstacks and permission to use the shelflist will be given only when a reader's need cannot be satisfied

by normal reading room service. Requests for access to the stacks housing the general collections should be submitted to the reference librarian at the Central Desk in the Main Reading Room. Admission to the shelflist can be arranged in the Processing Services Office (LA 2004). Access to special collections is controlled by the respective custodial divisions.

The National Union Catalog and Special Union Catalogs

The National Union Catalog (NUC) is a record of publications held by the Library of Congress and more than 1,100 other libraries in the United States and Canada. Major portions of the NUC are published on a continuing basis in two principal series: one covering post-1955 publications (issued since 1956 in a cumulative pattern) and the other, pre-1956 imprints.

The NUC is an author catalog; that is, it contains for the most part only author entries and no subject entries. It includes some titles in the Library's own collections that are not listed in the general catalogs, and it should consequently be consulted in any thorough examination of the Library's resources.

The printed NUC is housed in the Thomas Jefferson Building on Deck 33 adjacent to the Main Reading Room, with entry through Alcove 6, and in the corridor adjacent to the Thomas Jefferson Reading Room.

Records maintained by the Asian and the African and Middle Eastern Divisions are the Chinese, Japanese, and Korean Union Catalogs, the South Asian and Southeast Asian Union Catalogs, and the Near East, Hebrew, and Yiddish Union Catalogs.

LC Printed Cards

Library of Congress printed catalog cards, which are useful for making catalogs and bibliographies, can be ordered by author, subject, or card number. Continuing orders are accepted for many categories of subject or language interest. The Cataloging Distribution Service is responsible for the printing, distribution, and sale of LC catalog cards.

For additional details or information, inquire at the Cataloging Distribution Service office, located on the first floor of Building 159, Navy Yard Annex, Second and M Sts., S.E., Washington, D.C., or in the Processing Services Office (LA 1004).

Copying Services

The Library's Photoduplication Service provides photostats, microfilms, and other photocopies of materials in the Library's collections, including books, periodicals, manuscripts, maps, music, photographs, architectural drawings, and others. The ability of the Library to furnish reproductions is, of course, subject to copyright and other restrictions. Information on prices can be obtained from the Photoduplication Service business office (LA G1009, 8:30 a.m. to 4:15 p.m. Monday through Friday) or—to a limited extent—at the Central Desks in the general reading rooms. Quick copying services are also available through the Photoduplication Service.

Several self-service, coin-operated copiers are available to serve readers in the general reading rooms as well as in some of the special reading rooms. Copies cost 10 cents per exposure for photocopies from printed materials, and 20 cents per exposure for those from microform materials.

Typewriters and Voice Recorders

The use of typewriters is permitted in some special reading rooms, such as the Manuscript Reading Room and the

Newspaper and Current Periodical Reading Room. Typewriters and voice recorders may not be used in the general reading rooms, but the Research Facilities Office in Alcove 8 of the Main Reading Room issues permits on a first-come, first-served basis to a very limited area where they may be used. Readers must register their machines with the Library's Special Police when they are brought into and taken out of the buildings, and may leave such equipment in the Library overnight only if the reading room supervisor approves a "Personal Property Disclaimer" request (LW 10/70).

Stenographic, Translator, and Research Service

The Library does not maintain a public stenographic service. The names of stenographers, typists, and translators whose services may be hired are available in the Employment Office (LJ G106). The General Reading Rooms Division, as well as other divisions, can supply the names of persons who will undertake research for a fee.

Loans

The Library of Congress is primarily a reference library, and its lending functions are restricted to official borrowers or to interlibrary loans, including those made to Government agencies.

Under certain conditions the Library lends material from its collections to other libraries for the use of their readers. Similarly, the Library will borrow from other libraries books needed for extensive research by its own readers. Arrangements may be made in the Loan Division (LJ G153, between 8:30 a.m. and 4:30 p.m., Monday through Friday).

Information and Sales Counter

Many questions about the Library and its services can be answered at the Information and Sales Counter, located in the Visitor Services Center at the ground floor west entrance to the Thomas Jefferson Building. Free publications about the Library and many of its priced publications may also be obtained there.

Orientation Theater and Tours

The Orientation Theater, located in the Visitor Services Center at the ground floor west entrance to the Thomas Jefferson Building, offers an 18-minute slide/sound presentation on the Library that is shown 15 minutes before the hour (8:45 a.m. to 8:45 p.m. Monday through Friday and 8:45 a.m. to 5:45 p.m. Saturdays, Sundays, and holidays).

Guided tours of the Thomas Jefferson Building, which last about 45 minutes, assemble outside the Orientation Theater, and are conducted on the hour (9 a.m. to 4 p.m. Monday through Friday). Arrangements for group tours should be made in advance by calling the Tour Office on (202) 287-5458.

Building Hours

Jefferson and Madison Building exhibition halls are open from 8:30 a.m. to 9:30 p.m. Monday through Friday and from 8:30 a.m. to 6 p.m. Saturdays, Sundays, and most holidays.

Personal Property

Individuals entering the Library of Congress do so with the understanding that all property in their possession, including but not limited to suitcases, briefcases, attaché cases, large envelopes, pack-

ages; and office equipment, will be inspected by the Library's Special Police or other authorized personnel. There will be a similar inspection upon departure. When someone enters the Library buildings, his or her privately owned office machines, such as typewriters, computing machines, stenotype machines, and voice recording equipment, must be registered at the police desk at the building entrance. They must be checked out when leaving, preferably at the same desk.

Packages and other items should be checked in the lockers at the ground floor west entrance to the Thomas Jefferson Building to save all existing desk space for study purposes.

The Library cannot be responsible for the loss of personal property brought into the buildings. All instances of loss should be reported immediately to the Special Police Office (LJ C109). Readers are advised not to leave valuable property, particularly handbags or pocketbooks, unattended in the reading rooms or elsewhere in the Library. Personal property left, or lost and subsequently found, in the Library cannot be stored indefinitely. If the owner has not claimed the property within 60 days or cannot be reached for instructions within that period, the item will be considered voluntarily abandoned and will be disposed of in accordance with Library regulations.

Library Property

The theft, defacement, mutilation, or destruction of Library property is covered by Federal statutes which provide for fines or imprisonment, or both.

Conduct on Library Premises

All persons using the buildings and grounds of the Library are required to conduct themselves in a manner that will not detrimentally affect the peace, quiet, and good order of the Library. Public Law 81-659 forbids parading, standing, moving in processions or assemblages in Library buildings or on the grounds, or the displaying of any flag, banner, or device designed or adapted to bring into public notice any party organization, movement, procedure, or action.

Persons using the Library must comply with official signs of a restrictive or directory nature, with the orders of the Library's Special Police, and with the rules in effect in the various reading rooms.

Photographs

Cameras may be carried on the grounds and within the buildings of the Library, but their use for copying Library materials is prohibited. Photographs for news, advertising, or commercial purposes may be taken only with the permission of the Library's Information Officer, which is also necessary for photographers using tripod or flash in the exhibition areas. Flash bulbs must not be used in the Visitors' Gallery or any of the reading rooms.

Rest Rooms

Rest rooms are located adjacent to the exhibit area in the front of the Thomas Jefferson Building on the ground floor, and in other locations on all floors of the Thomas Jefferson, John Adams, and James Madison Buildings.

Elevators and Ramps

Staffed elevators are located near the front of the Thomas Jefferson Building, and self-service elevators may be found

in the rear corridor. Self-service elevators are also located in the front and rear lobbies of the John Adams Building. Ramps are located at the ground floor west and northeast entrances to the Thomas Jefferson Building, at the north (Independence Avenue) entrance to the Madison Building, and at the west (Second St.) entrance to the Adams Building.

Food and Beverages

The Library cafeteria, located on the sixth floor of the James Madison Memorial Building, serves breakfast, lunch, and morning and afternoon coffee from 8:30 a.m. to 3:30 p.m. (preference is sometimes given to Library employees at noontime) on Monday through Friday.

In addition there are snack bars with counter service and food and beverage vending machines in all Library buildings: ground floor, Thomas Jefferson Building, 8:30 a.m. to 4:30 p.m., weekdays; John Adams Building, subbasement, 8:30 a.m. to 4:30 p.m., weekdays; and James Madison Memorial Building, ground floor, northeast quadrant, 8:30 a.m. to 4 p.m. weekdays and 8:30 a.m. to 2 p.m. Saturdays. Vending machine service is available in the Jefferson and Adams snack bars at all times any Library building is open.

Food and beverages in any form may not be consumed anywhere in the buildings except in the cafeteria and snack bars. Library materials should not be taken to the cafeteria or snack bars.

Smoking

Smoking is permitted only in designated areas of the buildings—cafeteria, snack bars, rest rooms, and at specially marked tables at the rear of the Thomas Jefferson Reading Room (see fig. 2). Smoking is prohibited in other reading rooms, catalog and stack areas, halls, corridors, study facilities, elevators, and the auditorium.

Subway/Bus Service

The Capitol South Metro (subway) station on the blue and orange lines is two blocks from the Library (First and C Sts., S.E.). Information about bus service is available from the Information Counter or by calling Metrobus at (202) 637-2437; several bus routes serve Capitol Hill.

Employment Office

The Employment Office (LM 107) is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. Current job openings are posted outside the snack bar in the Thomas Jefferson Building and in the west elevator lobby on the cellar level of the John Adams Building.

Suggestions for Improvements

The administrators of the Library welcome suggestions for the improvement of its collections and services, including the purchase of books and other material not found in its collections.

Suggestions and comments should be addressed to the Information Office and either given to a reference librarian or mailed to the Information Office, Library of Congress, Washington, D.C. 20540.

Every reader is entitled to prompt and efficient service—that is the aim of the Library of Congress. The user should feel free to ask any Library employee for help and report to the assistant in charge if such help is not received.

Notes

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